

Lunch Program Web-Email System

Over 60% of families now have email and Internet access from their homes-even more have access from their work places. Northwest Public Schools is able to take advantage of this low-cost and reliable communications avenue to alert our families electronically of low-balances in family meal accounts. Additionally, you will be able to access your current account information online-anytime.

The school lunch program has the *Web-Email* module on our *Lunch Cashier System*. By using the *Web-Email* module, roughly 70% of our contacts with families will be handled electronically, without involving additional district personnel or expense, while keeping you better informed.

Specifics on the *Web-Email* module are as follows:

Emails are processed and sent out at 6:00 each evening.

You can reply to an email statement – it will go directly to the district's email address. **NOTE: Do not block your email address if you sign up on this release form.**

This is a secure site; only specific district personnel with the correct user-ID and two specific passwords may access this information.

Families must know their family ID # and PIN # to access their family account information. **Your family lunch ID appears on the printed lunch statement sent out with the packet, and your lunch PIN # will be the last four digits of your phone number unless you request that a different one be used.**

Enclosed is an email release form, along with your **family ID # and PIN #** (see above). Return the form to Northwest Public Schools **only if you did not send it in last year or your email address has changed from last year.** You may simply fill in the information requested, sign your name and date and send the form with your child, or mail the information to the attention of Kim Gibson at Northwest Public Schools, 2710 N North Rd., Grand Island, NE 68803. You may also send an email to **kgibson@ginw.org**. After we enter your information, you may access your school lunch account at any time by going to the Northwest web site (**www.ginorthwest.org**) and click on *lunch balance* , or go to Power School and click on Northwest lunch balance.

If you have any questions, please direct them to Kim Gibson at 385-6398, or stop by and talk to me personally.

The Web-Email System

Email Release Form

The Federal Education Rights and Privacy Act is intended to insure the privacy of personal financial information, by specifically preventing employees or staff of Northwest Public Schools from releasing details or discussing the status of individual financial accounts with anyone other than the individuals included in the account and appropriate employees or staff. In addition, Northwest Public Schools may not send e-mails containing such information, nor respond to e-mail requests for such information, unless an e-mail release form is on file in the Lunch Program Department. If you have a current e-mail address and you would like to be kept informed of your lunch account status by e-mail, and have the School District and/or Lunch Program Department use it to correspond with you, please complete the following form.

Parent First & Last Name _____
Child(ren)Name/Grd/School _____
Mailing Address _____
City, State, Zip _____
Phone # _____
E-Mail Address _____

(email address cannot be more than 40 characters long including .com) Please print plainly.

Certification: I hereby request that Northwest Public Schools and the department to which I am applying accept this authorization to release confidential financial information to me, related to my school lunch account, via the e-mail address listed above. I understand that electronic mail is a less secure environment than the postal service. I also give my permission to post my school lunch account information on the Internet, where it can only be accessed with a secured sign-in procedure, using my family lunch ID # and a PIN # (last four digits of phone #) or one which I can select. Northwest Public Schools, its faculty and staff, are not held liable for the release of information permitted by this agreement. **This release form stays in effect until revoked by me in writing, or through e-mail notification, or verbal authorization. If I should leave or transfer from the Northwest Public School system for any reason, this release form is no longer valid.**

Parent Signature _____

Date Signed _____